

## 10 – Digital Resources

### 10-1 General Statement

Palatine Public Library District (the Library) provides and utilizes digital resources (including, but not limited to, computers, peripherals, websites, subscription databases, eReaders, tablets, digital equipment, and downloadable library materials) to fulfill its mission. Specific procedures for the use of digital resources are included in Appendix 10A: Use of Digital Resources and Policy 2-7: Computer Use and Program Cards. In offering these resources, the Board of Library Trustees recognizes that there exists an innate difference between the objective of providing the fullest possible access guaranteed by the First Amendment and the objective of maintaining a library setting that is comfortable and welcoming to all users and staff. In balancing these two objectives, the Board has sought to develop a policy that will best meet the needs of our community. The Board will review this policy on a regular basis in light of changes in technology and to address the development of legal and professional standards. (Adopted 10-8-03; Revised 12-13-06, Effective 12-17-06; Revised 10-7-08; Revised 1-11-12, Effective 2-6-12; Revised 5-8-13, Effective 6-1-13; Reapproved 7-9-14; Revised 7-8-15, Effective 8-1-15; Revised 8-11-16, Effective 9-1-16; Reapproved 12-13-17)

### 10-2 Digital Resources

Specific procedures for use of Digital Resources are listed in Appendix 10A. Certain activities are prohibited. These include, but are not limited to, copyright violation, threats of violence-endangerment, obscenity, child pornography, gambling, harassing communications, attempting to install or execute unauthorized software applications, and other applicable laws. Deliberate tampering with any library computer equipment, network, or system is a crime and is strictly prohibited. Failure to comply with procedures and restrictions as noted in Appendix 10A may result in a user's loss of Internet access privileges, library privileges and/or legal prosecution.

The Library assumes no responsibility for damage to a user's computer, software, or other property resulting from use of Library Digital Resources. The Library, Library staff, and affiliated entities are not liable for damages arising from, the use of, or the inability to use, the Library's Digital Resources or their related content and functions.

(Adopted 10-8-03; Revised 12-13-06, Effective 12-17-06; Revised 10-7-08; Revised 1-11-12, Effective 2-6-12; Revised 5-8-13, Effective 6-1-13; Reapproved 7-9-14; Reapproved 7-8-15; Reapproved 8-11-16; Revised 12-13-17, Effective 1-1-18)

### 10-3 Internet Station Registration and Access

Registration is required for access to all Internet stations except designated guest stations. Some stations may be reserved for the exclusive use of Library District card holders. Certain computers are reserved for children and teens under 14 years of age (see 10-7). An individual's own valid library card or a form of government-issued identification including a photo, which will be used to verify valid cardholder status, is required to schedule or begin a registered computer session. (Adopted 10-8-03; Revised 12-13-06, Effective 12-17-06; Revised 10-7-08; Revised 1-11-12, Effective 2-6-12; Revised 5-8-13, Effective 6-1-13; Reapproved 7-9-14; Reapproved 7-8-15; Revised 8-11-16, Effective 9-1-16; Revised 12-13-17, Effective 1-1-18)

### 10-4 Wireless Access

The Library offers wireless access to the Internet for users with wireless-enabled devices at the Main Library. The Library's network is open to all visitors. No special encryption settings, user names or passwords are required. The Library's Internet use policies apply to all Internet access in the building. (Adopted 1-11-12; Effective 2-6-12; Reapproved 5-8-13; Revised 7-9-14, Effective 7-9-14; Reapproved 7-8-15; Reapproved 8-11-16; Reapproved 12-13-17)

### 10-5 Internet Content

The Internet offers access to many valuable sources of information, but not all sites are accurate, complete or current. The Library does not monitor or control information accessed via the Internet. There are many sites with content which some users may consider to be controversial, offensive, or inappropriate. Users are encouraged to evaluate the validity and appropriateness of information accessed via the Internet. (Adopted 10-8-03; Revised 12-13-06, Effective 12-17-06; Revised 10-7-08; Revised 1-11-12, Effective 2-6-12; Reapproved 5-8-13; Reapproved 7-9-14; Reapproved 7-8-15; Reapproved 8-11-16; Reapproved 12-13-17)

### 10-6 Internet Filtering

To meet the diverse needs of our community, the Library provides access to the Internet via both filtered and unfiltered stations (see Appendix 10A). Filtering does not guarantee the appropriateness of material on the Internet for any particular age group or individual user. In choosing and implementing filtering software, the Library strives to provide full access under the First Amendment while maintaining a library setting that is conducive to the delivery of library services.

Unfiltered Internet stations are clearly marked. Unfiltered stations are reserved for valid Palatine Public Library District cardholders. Wireless

access within the Library is not filtered for content. Laptops loaned by the Library provide filtered access. Staff Internet workstations are filtered differently in order to provide staff extended searching capabilities for serving the public. (Adopted 10-8-03; Revised 12-13-06, Effective 12-17-06; Revised 10-7-08; Revised 1-11-12, Effective 2-6-12; Revised 5-8-13, Effective 6-1-13; Revised 7-9-14, Effective 7-9-14; Reapproved 7-8-15; Revised 8-11-16, Effective 9-1-16; Reapproved 12-13-17)

#### 10-7 Internet Stations for Youth

The Library designates certain Internet stations to be reserved for children and teens under 14 years of age. These Internet stations are filtered. Filtering does not guarantee the appropriateness of material for any age group or individual user.

Parents or legal guardians of children and teens under the age of 14 may permit their child's use of the unfiltered Internet computers at the Library by submitting a written request on the form available for such purpose (see Appendix 10B). Upon receipt of the completed form, staff will enable the child's card so that it will be accepted to access an unfiltered Internet station within 48 hours.

The Library affirms the right and responsibility of parents and/or guardians to make choices for their own children. Library staff will not monitor the age of children using Internet stations except for the purpose of managing age-designated computers. Parents and/or guardians are solely responsible for whether their children access the Internet through filtered or unfiltered Internet stations. (Adopted 10-8-03; Rev. 12-13-06 effective 12-17-06; Rev. 10-7-08; Revised 1-11-12, Effective 2-6-12; Revised 5-8-13, Effective 6-1-13; Reapproved 7-9-14; Revised 7-8-15, Effective 8-1-15; Reapproved 8-11-16; Reapproved 12-13-17)

#### 10-8 Privacy and Security on the Internet

In keeping with Library District policies and state and federal laws, the Library strives to protect users' rights to privacy and confidentiality (see Policy 11 – Privacy Policy). The Library avoids unnecessarily collecting or maintaining records that could compromise the privacy of users. However, electronic communication by its nature may not be secure or private. The Library cannot guarantee the security or privacy of online transactions. By using the Library's Internet stations, Websites and services, users signify acceptance of the Library's Privacy Policy. (Adopted 10-8-03; Revised 12-13-06, Effective 12-17-06; Revised 10-7-08; Revised 1-11-12, Effective 2-6-12; Revised 5-8-13, Effective 6-1-13; Reapproved 7-9-14; Revised 7-8-15, Effective 8-1-15; Reapproved 8-11-16; Reapproved 12-13-17)

## 10-9 Use of the Library Websites

The Library has created and maintains [www.palatinelibrary.org](http://www.palatinelibrary.org) and certain related websites (Library Websites) in order to make information about its programs, collections and resources available to the public via the Internet. Examples of such websites include subscription databases, downloadable library materials, social networking sites, and related mobile applications. By using the Library Websites and their content, users agree to comply with and be bound by the following Terms and Conditions. These Terms and Conditions may change from time to time, and we encourage users to review them periodically. Use of the Library Websites signifies acceptance of the Terms and Conditions in effect at the time of use.

### Use of Content from Library Websites

The Library encourages users to access content from the Library Websites, provided that these guidelines are followed:

- Content downloaded from the Library Websites is owned or leased by the Library and may only be used for personal, educational, or research purposes.
- Users are responsible for obtaining necessary permissions. Library Websites contain a wide range of content. They contain information in the public domain as well as information protected by copyright. In cases where content on the Library Websites is protected by third party rights, users are responsible for obtaining the necessary rights in order to use the content in question (see section 10-11 Copyright).
- The Library is not in a position to provide advice to users about which content is protected by third party rights and which content may be used freely. The following website has information about copyright, fair use and other related topics which may be useful: <http://www.copyright.gov/>.
- It is the obligation of users to determine and satisfy copyright or other use restrictions when publishing or otherwise distributing content from the Library's collections and Library Websites. Users are solely responsible for determining whether the use of any digital object requires the permission of any other person or entity, and are responsible for paying any associated fees. Questions concerning legal issues surrounding the use of digital objects should be directed to the user's attorney.

### Accessibility

The Library intends to ensure accessibility of its website for people with disabilities. All reasonable effort has been made to ensure that the pages of the Library's website comply with Section 508 of the Rehabilitation Act Amendments of 1998 (29 U.S.C. 794d). Section 508 requires that individuals with disabilities, who are members of the public seeking

information or services from a government agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

### Disclaimers

1. All content on the Library Websites is provided "as is" without a warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular use, and/or non-infringement. The Library assumes no responsibility for damage to a user's computer, software, or other property resulting from use of the Library Websites. Users understand and agree that any downloading or obtaining of material or data through the Library Websites is done at the user's own risk. In addition, the Library disclaims any and all responsibility or liability for the accuracy, reliability, and legality of content found on the Library Websites. In no event shall the Library or its employees or affiliated entities be liable for any direct, indirect, special, incidental, consequential, exemplary or punitive damages arising from, or directly or indirectly related to, the use of, or the inability to use, the Library Websites or the content and functions related thereto.
2. Some pages on the Library Websites include links to other websites. The Library has not reviewed the entire content of these linked websites and is not responsible for their content. The Library provides these links as a convenience only, and a link does not imply endorsement of, sponsorship of, or affiliation with the linked site by the Library (See section 10-13 Linking to Websites).
3. The Library offers access to a broad range of information and content, including certain materials that may contain offensive language or negative stereotypes. Users should view such content in the context in which it was created. All media are presented as specific, original artifacts, without further enhancement to their appearance or quality, as a record of the era in which they were produced. Opinions expressed on the Library Websites by others are not necessarily those of the Library Board or its staff.
4. All other Library policies apply when using digital resources.  
(Adopted 1-11-12; Effective 2-6-12; Revised 5-8-13, Effective 6-1-13; Revised 7-9-14, Effective 7-9-14; Reapproved 7-8-15; Revised 8-11-16, Effective 9-1-16; Reapproved 12-13-17)

### 10-10 User-Generated Content

The Library Websites provide a means for the Library to communicate information to users, and a limited public forum for user discussion about books and other library materials, library services and events, and other library-related topics. All user-generated content is reviewed. The Library reserves the right to remove content, as indicated below.

The Library will choose not to post or will remove communications which contain: obscene or defamatory language; sexual content; incitement, solicitation or threat to engage in violence or illegal activities; promotions or solicitations for commercial goods or services. The Library encourages user communications to be respectful; communications and posts should not contain personal attacks.

Any text, artwork, photographs or intellectual property that may be owned by or under copyright protection afforded to someone other than the posting user should not be submitted. Submission of content implies the copyright owner has granted permission to publish on the Library Websites.

A posted comment is the opinion of the poster only, and publication of a comment does not imply endorsement or agreement by the Library.

Users who fail to follow these guidelines may be blocked from submitting content. (Adopted 1-11-12; Effective 2-6-12; Reapproved 5-8-13; Reapproved 7-9-14; Reapproved 7-8-15; Revised 8-11-16, Effective 9-1-16; Reapproved 12-13-17)

#### 10-11 Copyright

Content obtained or copied from the Internet may be subject to copyright laws. US Copyright Law ([United States Code Title 17](#)) prohibits the unauthorized reproduction or distribution of copyrighted content, except as permitted by the principles of “fair use.” Patrons are responsible for determining legal use of copyrighted content. (Adopted 1-11-12; Effective 2-6-12; Reapproved 5-8-13; Revised 7-9-14 Effective 7-9-14, Reapproved 7-8-15; Reapproved 8-11-16; Reapproved 12-13-17)

#### 10-12 Third Party Services

Among the many services offered by the Library is access to resources provided by third parties. These resources (such as subscription databases, downloadable library materials, social networking sites, and mobile applications) are subject to their own terms and conditions. Users should review the terms and conditions specific to each third party site accessed to ensure compliance with applicable rules. (Adopted 1-11-12; Effective 2-6-12; Revised 5-8-13, Effective 6-1-13; Reapproved 7-9-14; Reapproved 7-8-15; Reapproved 8-11-16; Revised 12-13-17, Effective 1-1-18)

#### 10-13 Linking to Websites

The Palatine Public Library District website provides a limited number of links to websites not owned or managed by the Library. The Library has

not participated in the development of these other sites and does not exert any editorial or other control over these sites. The Library provides these links as a convenience, and the inclusion of any link does not imply endorsement by the Library or any association with their operators. The Library is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites.

Some of the criteria considered when providing linked sites include:

- The primary intent of the website is to educate, inform, or entertain.
- The site's owner or sponsor is easily identifiable, and contact information is provided.
- The site does not charge for access.
- The site provides timely/current information or information with historical perspective.
- The site's pages are well-organized and easy to navigate.
- The information and services provided are consistently of high quality.
- The site is in compliance with the Library's Mission Statement and Collection Management Policy (Policy 7).

The Library takes reasonable steps to assure data integrity but does not guarantee that its website, the server that makes it available, or any links from its site to other web sites are free of viruses or other malware. (Adopted 1-11-12; Effective 2-6-12; Reapproved 5-8-13; Reapproved 7-9-14; Reapproved 7-8-15; Revised 8-11-16, Effective 9-1-16; Reapproved 12-13-17)